



AIM

Achievement in Montana

Montana's State Student Information System

Quality Data

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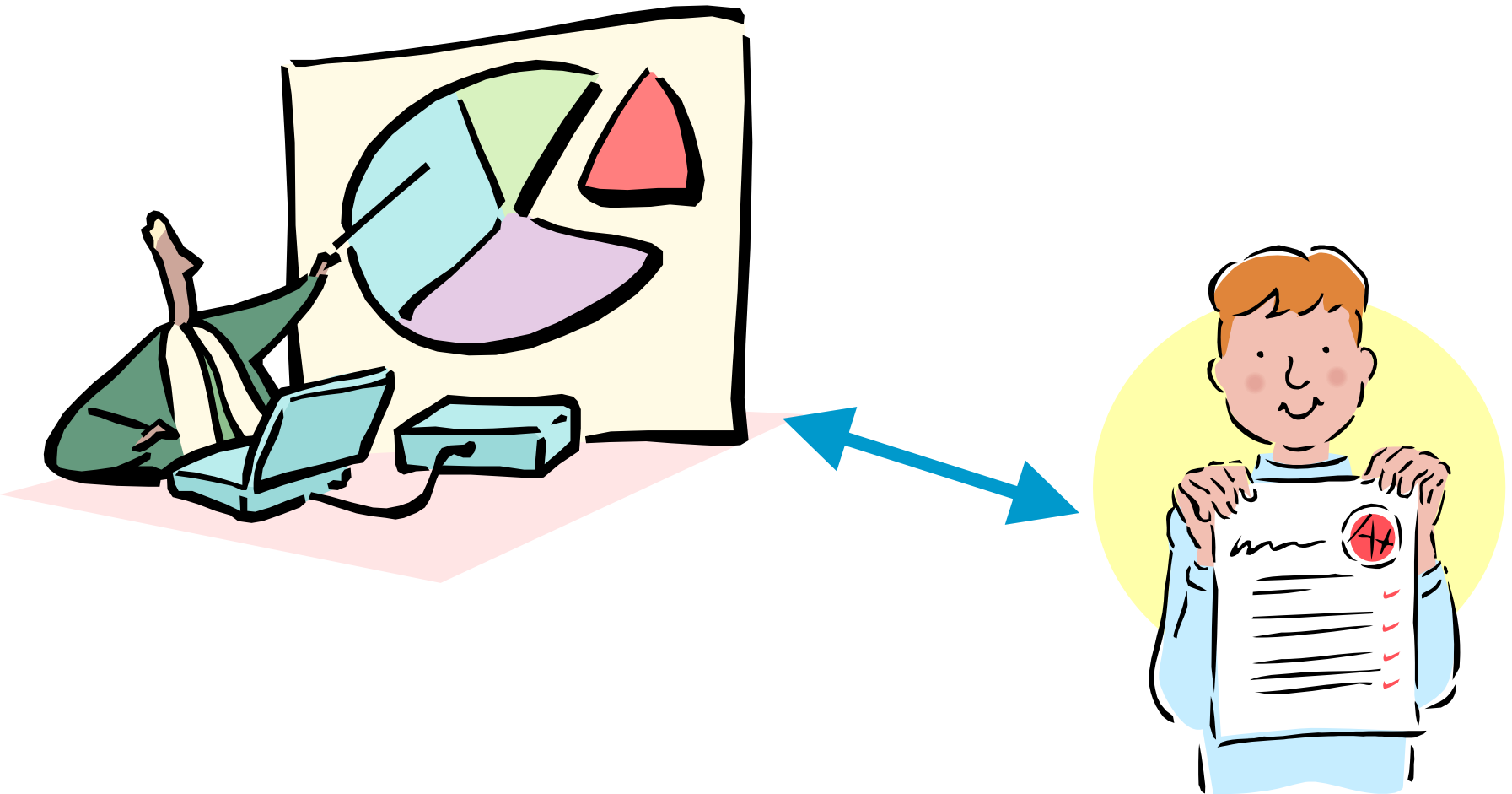


Quality Data


**Decisions made from
the classroom to
the principal's office
to the state legislature
depend on the quality of the data that
is collected and reported.**



Quality Data Process



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What is a Culture of Quality Data?

- A belief that good data are an integral part of teaching and learning
- A belief that everyone in a school is responsible for quality data
- A belief that we can create orderly information from disorderly settings



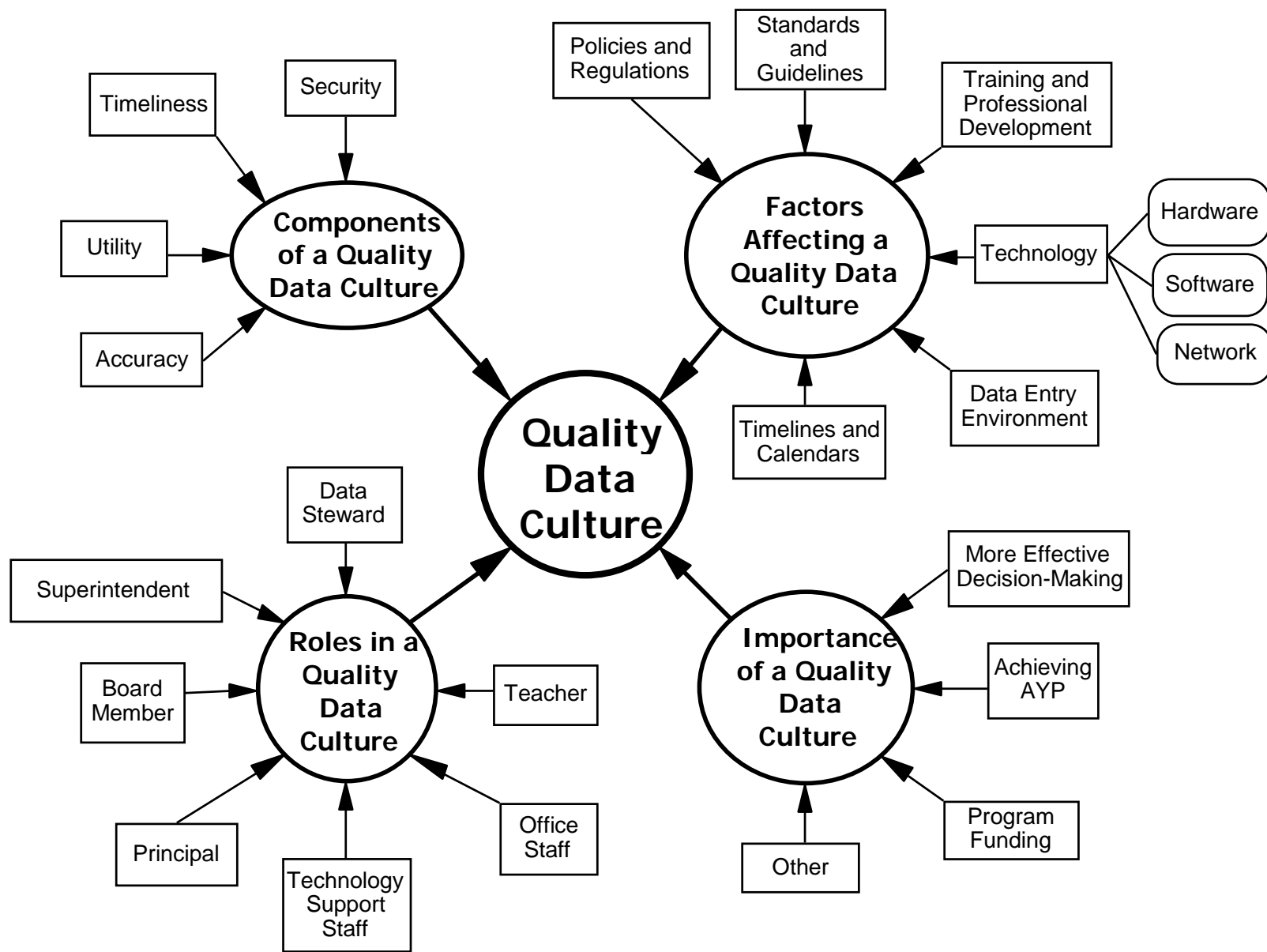


Components of Quality Data

- Policies and Regulations
- Standards and Guidelines
- Training and Professional Development
- Timelines and Calendars
- Technology
(Hardware + Software + Network)
- Data Entry Environment



Quality Data Culture Concept Map





Policies and Regulations

- Accurate data are necessary to meet the requirements of federal, state and district policies and regulations
- Policies developed collaboratively with those responsible for data entry and collection at school will foster a Culture of Quality Data





Standards and Guidelines

- Standards and guidelines tell us now to implement policies and regulations
- Establish requirements for timely, accurate data; develop standards and guidelines that encourage quality; and use the resulting information to make data based decisions
- Provide opportunities for those who enter data to give feedback about the work that they do and to be involved in establishing the guidelines for data entry





Training and Professional Development

- Effective professional development can link the entry of data to reports created and to the instructional program
- Share copies of reports or other information that result from the data entry process





Timelines and Calendars

- Control the workflow and to make sure that staff knows what is expected during the school year
 - Develop a specific data entry plan for those times of the year when an “enrollment crush” will take place or when student grades must be entered





Technology

(Hardware + Software + Network)

- Technology exists to serve the needs of the district and school
 - Involve the technology staff in planning for data collection and reporting



- System security is important when working with data



Data Entry Environment

- Data entry can be more efficient and accurate if there is a regular time set aside for data entry work
- The place for data entry is away from high traffic areas





Questions to Ask

- Are data entry and collection valued tasks?
- Do staff understand why data are being collected?
- Do staff see the reports that are created from the data that are entered?
- Do the data entry staff understand how the teachers use the data to enhance the instructional program for individual students?
- Do staff know how much money is brought into individual schools and the district because of the data that are entered?





Summary

Effective policies, guidelines, professional development, and efficient environments are all earmarks of a school or district that values data quality.

Like the creation of any other successful program, the creation of a quality data system takes time and requires the development of a systematic process.



Citation

National Forum on Education Statistics. (2004). *Forum Guide to Building a Culture of Quality Data: A School & District Resource* (NFES 2005–801). U.S. Department of Education. Washington, DC: National Center for Education Statistics.

This publication and other publications of the National Forum on Education Statistics may be found at the National Center for Education Statistics website.

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